Technology Training

Virginia Beach	Newport News
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ELECTRONIC SYSTEMS

Excel 2000: Level 3 Advanced

Course length: 1 day

Prerequisites: *Windows 98: Introduction* and *Excel 2000: Worksheets,* or equivalent knowledge.

Overview: Students will learn various advanced techniques for analyzing and manipulating data in Excel.

Performance-based objectives:
Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Customize toolbars and create styles and templates.
- Create decision-making functions.
- Analyze worksheet data by creating pivot tables.
- Compare and contrast workbook files and file links.
- Outline and consolidate worksheets and analyze worksheet data by using the Scenario Manager.
- Display and protect worksheet data by locking cells.
- Record and modify macros by using the Visual Basic Editor.
- Create and work with interactive Web documents.

Course content:

Lesson 1: Customizing the Work Area
Working with built-in toolbars
Using custom toolbars
Creating and using styles
Using templates

Lesson 2: Advanced Formula Construction
Using names
Using the IF function
Using the VLOOKUP function
Using IS functions and the Auditing features

Lesson 3: Using Pivot Tables
Creating pivot tables
Modifying pivot tables
Grouping and summarizing data in a pivot table

Lesson 4: Working with Multiple Worksheets
Working with workbooks
Linking cells in different workbooks
Workbook versus links and workspaces

Lesson 5: Consolidating and Analyzing Data
Consolidating data from more than one worksheet
Using the Goal Seek and Solver utilities
Using Scenario Manager to view a worksheet with different input values

Lesson 6: Using Protection and Display Options
Using comments
Protecting workbooks
Using custom views

Lesson 7: Introduction to Macros
        Running macros
        Recording a macro
        Viewing and editing VBA code
Lesson 8: Working with Interactive Excel Web Documents
        Saving Excel worksheets as Web documents
        Spreadsheet Web Components